



Africa Oral Genealogies & Family Histories Project

Interviewer Best Practices

1. Interview ALL the heads of families living in the village, including their wives.
2. Conduct the interview when it is most convenient for the family.
3. Make sure as many family members as possible attend the interview. Often, family members will help each other remember more.
4. Conduct the interview in a comfortable environment.
5. Make sure each person interviewed signs the FamilySearch Agreement.
6. Fill in the interviewee and interview location information on the mobile app.
7. Take photos of the interviewee, the extended family, the area, and the Agreement.
8. Place the microphone close to the speaker's mouth. Best to clip it on their clothing. Remember to hit START on the app to begin recording.
9. Begin the interview by saying the following:
 - a. *"Hello. My name is [interviewer's name]. I am interviewing [interviewee] in [city or location] on [date]. We will be speaking in [language]."*
10. Record the Family Story first. This should include history of how the family came to the village and about the history of the village. This is valuable information for future family members. Try to cover as much information as possible in the 15 minutes allowed.
11. Give people time to think. Do not rush them. Memories can take time.
12. Here are some questions that can help you cover the Family Story.
 - a. *How did this village get its name?*
 - b. *Who is the first person in your family that you can remember?*
 - c. *How did your family come to settle in this village?*
 - d. *Where did they live before settling here?*
 - e. *Tell me about life in your village.*
13. Listen carefully to the answers. Often, they will lead you to more questions. The more you concentrate and interact with the people, the more comfortable they will become in sharing their family stories.

14. Begin the next segment of audio recording. If a pause is ever needed, STOP the recording and begin a new one when ready to proceed.
15. Write the names as they are given.
16. WRITE CAREFULLY. Someone will have to be able to read your writing to enter the names into the computer.
17. Use open ended questions. These are questions that cannot be answered with yes or no or with one person's name.
18. Here are some questions to ask for family name information: **ALWAYS START WITH THE NAME OF THE FIRST ANCESTOR.**
 - a. *Can you tell me again, who is the first (oldest) person in your family that you can remember?*
 - b. *Tell me about this person. Did they have a large family?*
19. Begin writing the names as they are given. When they finish with the first family, methodically go through each child to receive the names of that person's descendants. Repeat the process as you go. Keep the information organized and easy to understand for the person who will be entering it into the computer and for audit purposes.
20. As you proceed, ask them if there is anything else that they can remember about each particular family.
21. When you have completed the interview, thank them again for their willingness to share this important family information.
22. Remind them that they will get a copy of the information in the future.